



# Public Participation Plan

2013

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## **1. Introduction**

The Chicago Metropolitan Agency for Planning (CMAP) is the official regional planning organization for the northeastern Illinois counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. CMAP developed and now guides the implementation of GO TO 2040, metropolitan Chicago's first comprehensive regional plan in more than 100 years. To address anticipated population growth of more than 2 million residents, GO TO 2040 establishes coordinated strategies that help the region's 284 communities address transportation, housing, economic development, open space, the environment, and other quality-of-life issues.

CMAP recognizes that public participation is a key component in effective planning. If northeastern Illinois is to realize its growth potential in the 21st Century, it is essential that the residents of the region have a voice in how the region's plans are formulated.

This document is a public participation plan that will serve as a guide to CMAP to help inform the planning process. In addition, it is hoped that through this guide CMAP will both increase public awareness and participation, as well as broaden the range of voices and views in the planning process. The plan explains how CMAP operates, establishes core values for public participation, and outlines strategies for increasing public information and participation in the planning process.

A Citizens' Advisory Committee that will assist in the implementation of this plan meets regularly and invites anyone with an interest in regional planning to participate in their meetings and activities.

### **1.1 Purpose of Plan**

This plan seeks to develop a proactive public participation process in northeastern Illinois that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing and implementing regional plans and capital programs.

### **1.2 Summary of Federal Regulations**

Federal law requires all metropolitan areas with populations greater than 50,000 people to designate a Metropolitan Planning Organization (MPO) to develop transportation plans for the region. It also requires that a Public Participation Plan be created that affords the public a reasonable opportunity to participate in and comment on transportation plans. This plan is



intended to fulfill those requirements. Specifically, this Public Participation Plan satisfies the region's Program of Projects public participation requirements of Title 23 and Title 49, U.S. Code Section 5307 (b)(1) through (7).

However, transportation planning is just one component of CMAP's mission. As CMAP integrates transportation and land use planning into a comprehensive process, the agency intends to conform not only to federal transportation guidelines, but also to guidelines from other local, state, and federal agencies whose interests coincide with any of the seven CMAP focus areas described in Section 2.3.

This type of public participation is unprecedented in our region and will require CMAP to create tailor-made programs that are unique to each task we undertake. CMAP will, in effect, be creating an over-arching plan that responds to federal requirements across disciplines (transportation, housing, environment, etc.) and elevates the promise CMAP makes to our residents to partner with them throughout the process.

### **1.3 MAP-21**

Building off the Safe, Accountable, Flexible and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) legislation, the transportation reauthorization bill Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) continues to support previous federal public participation guidelines. The provisions that were set forth in SAFETEA-LU are as follows (see Appendix A for further details):

- Representatives of users of pedestrian walkways, bicycle transportation facilities, the disabled are specifically added as parties to be provided with the opportunity to participate in the statewide and metropolitan planning processes.
- To enhance the public participation process, the State department of transportation (DOT) and MPO should conduct public meetings at convenient and accessible locations at convenient times; employ visualization techniques to describe plans; and make public information available in an electronically accessible format such as on the Web.
- The MPO is to develop a participation plan in consultation with interested parties that provides reasonable opportunities for all parties to comment.

CMAP intends to use the standards set forth in SAFETEA-LU, now MAP-21, as the basis for its public participation program, expanding on them where necessary to conform to the regulations of other agencies and to better meet the needs of the residents of northeastern Illinois.



## 2. Overview of the Chicago Metropolitan Region

### 2.1 Our Region

Metropolitan Chicago is one of the world's great economic centers. We have abundant natural resources — including a magnificent system of parks, open spaces, trails, and waterways — with access to Lake Michigan for drinking water and recreation.

We have a transportation system that moves people and goods, acting as an engine of jobs and prosperity. And the residents of the region themselves are perhaps our greatest renewable resource, constituting a diverse workforce that fuels economic development. But we cannot take our quality of life for granted in the years to come. Stark new economic and environmental realities require the region and its communities to set priorities carefully.

Residents of our region's seven counties — Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will — aspire to and deserve a high quality of life. The mission of the Chicago Metropolitan Agency for Planning (CMAP) is to help the counties and 284 communities plan together for sustainable prosperity through mid-century and beyond.

#### Meeting Challenges Together

Our ability to respond to past challenges has made the Chicago area a great place to live and work. Meeting these tests head-on — including economic upheavals, social inequities, ecological harm, and even disasters like the Chicago Fire — made us stronger. Avoiding such challenges would have held our region back. Each of us is forever indebted to the foresight of Daniel Burnham and Edward Bennett and to the thousands of civic leaders, business people, and average citizens who helped implement so much of the 1909 *Plan of Chicago*. This region's successes have always resulted from our willingness to set aside what separates us and work together to accomplish broader, shared goals. We need that spirit of community now as much as ever.

#### Building Sustainable Prosperity

Implementing the GO TO 2040 comprehensive regional plan is metropolitan Chicago's best chance to set the stage for economic growth in decades to come. The plan defines carefully coordinated policies to address the fundamental challenges that shape residents' daily lives. After nearly three years of research, public input, and deliberation, GO TO 2040 reflects the collective will of our region's leaders and residents. The region can no longer afford not to plan effectively. As we face new challenges and opportunities together, the GO TO 2040 plan can lead us to prosperity that is sustainable for generations to come.



## **The Urgency of Long-Range Planning**

Most of our region's near-term challenges are the direct result of choices made — or too often deferred — in the past. Urgent challenges have often been an excuse to avoid planning, but they actually reinforce the need to plan more effectively. We need to act now, before today's opportunities become tomorrow's crises.

During decades of rapid but largely uncoordinated expansion, the region grew in patterns that were not sustainable. New homes cropped up in areas that were difficult to reach by automobile and virtually impossible by public transit. Jobs created were often far from the region's residential centers, keeping commuters tied up in traffic and wasting billions of dollars in lost time and fuel. Patterns of development consumed land at a rapid rate, with serious implications for natural resources — including less open space, potential water shortages, and diminished air quality.

Now is our best chance to begin reversing long-range trends like these, which are barriers to the prosperity and livability of this region and its communities.

## **Communities Collaborating for Success**

CMAP was created at a turning point for the region, as the business community, civic leaders, and local elected officials recognized that many of our most pressing issues are best addressed comprehensively and regionally. Wanting to break with "business as usual," our region's decision makers, residents, and other stakeholders have collaborated to formulate a response: GO TO 2040.

While the region is prosperous by many measures, sustaining residents' quality of life depends on our ability to address these problems. GO TO 2040's main purpose is to grow our region's economy by building on its strengths and overcoming its challenges.

The plan articulates policy reforms that are carefully targeted to enhance the region's economy by setting clear priorities, including improved efficiency of investments and transparency of public decision making. Within local control over zoning and land decisions, communities have many opportunities to work both together and independently toward the common goal of sustainable prosperity.

GO TO 2040 calls for investment in existing communities and emphasizes development that is more compact and "livable." By implementing GO TO 2040, residents will have more options for getting around, more options for housing, more jobs nearer to where they live, more parks and open space, more plentiful and cleaner water, healthier air, and better quality of life.



## **GO TO 2040 is about sustainable prosperity**

The GO TO 2040 comprehensive regional plan seeks to maintain and strengthen our region's position as one of the nation's few global economic centers. Prosperity is driven largely by a combination of infrastructure, overall business environment, workforce, and amenities. To remain an attractive place for workers and businesses, our region needs:

- Global connections that link us to international trade and information networks, providing economic opportunities and a broad range of jobs.
- A robust, diverse business community, skilled labor force, and excellent higher education system.
- Modern, well-maintained infrastructure, including transportation, energy, telecommunications, and water.
- A healthy environment with ample open space and parks for recreation.
- Active institutions for arts and culture, along with other amenities for a high overall quality of life.
- Government that is transparent and highly accountable.

## **2.2 The CMAP Area**

The CMAP and MPO Planning Areas both encompass the seven counties in northeastern Illinois: Cook, DuPage, Kane, Kendall, Lake, McHenry and Will. The MPO area also includes Aux Sable Township in Grundy County, which as a result of the 2000 Census, is part of the federally designated urbanized area.

## **2.3 Description of CMAP**

The Regional Planning Act of 2005 created a regional planning board that is now called CMAP. Board members are appointed by the mayor of the City of Chicago and the county chairmen and mayors of each of the seven counties in the region.

General responsibilities of CMAP:

- Develop a regional comprehensive plan that integrates land use and transportation every four years.
- Identify regional priorities and coordinate advocacy on behalf of these priorities.
- Develop and maintain a process of public participation to ensure all interests are part of the regional planning process.



- Plan for the most efficient public and private investments in the northeastern Illinois region.

The CMAP Board’s vision is to provide the framework that will help our region connect its land use to the transportation systems, preserve its environment, and sustain its economic prosperity. The agency must be responsive to the region’s residents, working cooperatively with municipalities and counties that maintain authority for local land-use decisions. To accomplish this, CMAP will:

- Develop a comprehensive framework for the region’s future through long-range regional plans and strategies.
- Provide high-quality information and analysis through coordinated technical assistance to facilitate regional decision-making.
- Build consensus to identify and advocate for regional priorities.

CMAP’s emphasis on comprehensive planning recognizes the interrelationships between various factors, including the impacts they have on each other and collectively on the region. For that reason, the Board and staff have outlined a mission and strategic direction within seven focus areas that include:

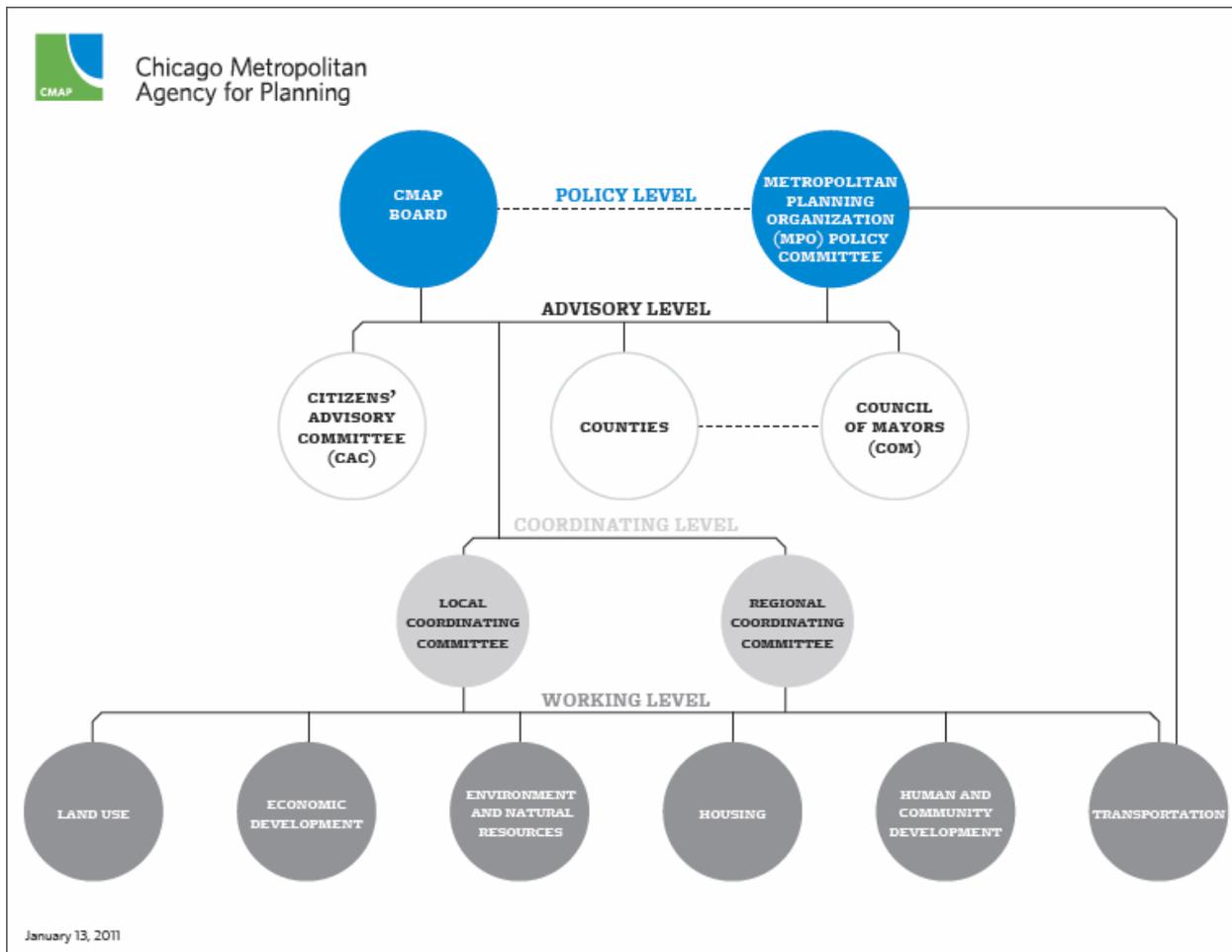
- Research and Analysis — Be the authoritative source for regional data collection, exchange, dissemination, analysis, evaluation, and modeling.
- Land Use — Promote coordinated and sustainable development, redevelopment and preservation within the region through collaborative local, county, and regional land use planning.
- Transportation — Promote a regional transportation system that is safe, efficient, and accessible, while sustaining the region’s vision related to the natural environment, economic and community development, social equity, and public health.
- Economic and Community Development — Enhance economic development and a healthy, balanced regional economy integrated into the global economy through regional coordination, planning and outreach.
- Environment and Natural Resources — Protect and enhance the region’s environmental and ecological health through regional collaboration that actively promotes the adoption of best practices.
- Housing — Include housing as part of an overall comprehensive plan and provide support tools so that projects adhere to the regional framework.



- Human Services — Enhance the regional quality of life by being the objective source of information, expertise and policy perspectives for human services issues (e.g., health care, aging, disability, safety) with a regional scope.

## 2.4 CMAP’s Committee Structure

CMAP committees meet regularly at CMAP. Details on committee membership and how to get involved can be found at [www.cmap.illinois.gov/board-and-committees](http://www.cmap.illinois.gov/board-and-committees)



## 2.5 The MPO and CMAP

The MPO Policy Committee is the federally designated MPO for the northeastern Illinois region. A shared process between the MPO and the CMAP Board will allow for transportation decision making that is consistent with the region’s vision. Additionally, each of the two boards has representation on the other board to ensure communication exists at the policy level. This relationship was formalized in a Memorandum of Understanding between CMAP and the

MPO. This plan is intended to guide the public participation process for both entities. The MPO meets four times a year.

MPO members represent 20 organizations:

- CMAP
- Chicago Transit Authority (CTA)
- City of Chicago Department of Transportation
- Class 1 Railroads
- Council of Mayors
- County governments: Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will
- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)
- Illinois Department of Transportation (IDOT)
- Illinois State Toll Highway Authority
- Metra
- Pace
- Private transportation providers
- Regional Transportation Authority (RTA)

The MPO receives direct input from the Council of Mayors Executive Committee, the Transportation Committee, other CMAP committees, and CMAP staff.

The Council of Mayors is an important transportation decision-making body that, in addition to prioritizing projects for federal transportation funds, plays a key role in ensuring that the long-range plan and multi-year program reflect the needs and concerns of citizens throughout the region.

The Council of Mayors encompasses 282 municipalities organized into 11 suburban regional councils plus the City of Chicago. The subregional councils appoint two mayors each to serve on the Council of Mayors Executive Committee, whose chairman serves on the MPO.



## 3. Public Involvement

### 3.1 Foundation for the Practice of Public Participation

To demonstrate its commitment to informing, educating and involving the public, CMAP first reviewed public participation guidelines developed by the International Association for Public Participation (IAP2), federal, state, and regional agencies, and other best practices locally. Based on this research, CMAP designed and developed its own guidelines for northeastern Illinois. The guidelines are defined below.

- The public should have input in decisions about actions that affect their lives.
- Public participation includes the promise that the public's contribution will be considered in the decision-making process.
- The public participation process communicates the interests and considers the needs of all participants.
- The public participation process seeks out and facilitates involvement of those potentially affected by local and regional plans.
- The public participation process provides participants with the information they need to participate in a meaningful way.
- The public participation process communicates to participants how their input influenced the decision.

### 3.2 CMAP's Strategic Direction for Public Participation

Acknowledging our mission to promote comprehensive planning and create livable communities, CMAP will actively engage the public and the agency's planning partners. The CMAP Citizens' Advisory Committee, the Council of Mayors structure, and the CMAP working committees all have a role to play in helping to obtain input from the public and our partners.

The Citizens' Advisory Committee (CAC) is asked to:

- Promote public awareness of CMAP plans and programs, encouraging participation by citizens and other interested parties.
- Provide advisory input to the CMAP Board on proposed regional plans and policies.
- Provide the CMAP Board with guidance that conveys residents' perspectives.
- Make recommendations regarding the CMAP Public Participation Plan.
- Provide feedback regarding the effectiveness of CMAP outreach and engagement strategies.



- Assist in dissemination of public information and related materials.

### **3.3 Public Participation Strategy**

Before CMAP begins any public engagement process, staff will work to develop a strategy document outlining the target audience and the steps that are needed to achieve the project goals. This document must identify targets for public participation and include an anticipated timeline of events. Second, this document will include potential outreach activities designed such that they facilitate public participation and gather feedback from the public in a meaningful way.

CMAP has two tools to assist in this process: a **stakeholder analysis form** and an **outreach community participation form** (see appendix B and C). The stakeholder analysis form is used to gather key stakeholder contact information and can also be used to identify potential project steering committee members, champions, and others. The community participation form asks for details on past participation efforts, identifies priority audiences, and meeting logistics.

An equally important consideration during the strategy development is to better understand local community dynamics. Research gathered through the stakeholder analysis form and the outreach community participation form alongside, newspaper articles, meeting minutes, etc., can help uncover hot-button issues and priorities before the public process begins. Having a complete picture of community dynamics will help in determining who the best “messenger” is to work with the community.

When considering what should be included in an outreach strategy, there are three principles that are critical to the public participation process: outreach, engage, and sustain. Each principle will be considered in the public participation strategy development. Each step is as integral to the planning process as the other, and all are described in greater detail below.

#### **Outreach**

In this public participation plan, outreach is defined as the task of identifying and providing notice to participants across multiple demographic sectors. The goal of the initial outreach phase is to begin to develop relationships with affected stakeholders in order to increase the number and diversity of people involved in the planning process both regionally – as CMAP works to implement GO TO 2040 – and on local projects CMAP participates in.

Successful outreach can be accomplished through early notification of upcoming planning cycles, as well as providing for adequate time and resources for outreach activities and evaluation of those activities. CMAP staff believes that putting in the time to understand a community before the project begins we can eliminate many barriers at the outset. This step will



put forth a framework for public participation that should be referenced throughout the planning process.

### **Engage**

To engage the public, one must not only inform them, but also educate, listen, gather input, and share in the planning process. The engagement step must focus on the types of activities, events, and tools – like keypad polling technology – which allow the public to provide meaningful input throughout the decision-making process. The outreach strategy should put forth suggested activities and tools that will help achieve the project goals.

Whenever possible, CMAP will design activities that are interactive and foster two-way communication. CMAP will strive to accommodate the needs of traditionally underserved populations, such as low-income, minority, disabled, non-English-speaking, and other groups who have not previously participated in the planning process. To increase the public's understanding of regional and local planning, CMAP is also committed to providing accurate, pertinent, and timely information that conveys policy, program, and technical details in an easy to understand format.

### **Sustain**

The ability to cultivate and nurture relationships built during the public engagement processes is crucial. This step is equally as critical to the outreach and engagement steps. The goal of sustaining the public engagement is to deepen the involvement of stakeholders who ultimately are responsible for the implementation of plan recommendations.

Building relationships begins with a transparent decision-making process. It must be clear how public input has been taken into consideration for the planning process; allowing the participants to understand the importance of their role to the plan. In addition to transparency, CMAP must also continue the public process beyond the planning stage to the implementation.

Finally, at the end of every project CMAP is committed to evaluating public participation activities to better understand what was effective and what wasn't. Understanding lessons learned will assist CMAP in developing more effective public engagement plans the next time around.

## **3.4 Public Participation Process and Methods**

To achieve the principles set forth, CMAP has established the following strategies and initiatives that staff should utilize when conducting public outreach. While every strategy is important, selection of the appropriate combination of tools should be carefully considered



during the strategic outreach plan development. This section is by no means an exhaustive list of options but includes many of the successful initiatives that CMAP has leveraged in the past.

## **Outreach**

Building on past public participation efforts, CMAP already has several specific ways in which we typically begin to reach relevant stakeholders. These efforts allow CMAP to reach the public through elected officials, community leaders, civic and faith-based groups, and other organizations to which they may belong. These efforts include:

### *CMAP Board and Committees*

CMAP Committees make certain that public participation is considered at the policy, advisory, coordinating, working, and staff levels. The Board and Committees are made up of a geographic representation of the region and can help point staff to relevant stakeholders.

### *Elected Officials*

Includes municipal governments, local and county planning commissions, councils of government, municipal associations, and county boards.

### *Planning Professionals*

Through professional membership-based organizations, CMAP collaborates with public and private sector planning professionals across all disciplines (housing, transportation, economic development, etc.).

### *Civic Organizations*

CMAP sustains relationships with many civic organizations both through our committee structure and through relevant local work. Staff will leverage ongoing contact with community leaders and residents who have been participating in meetings across the seven counties.

### *Community Organizations*

Many community-based organizations participate in the CMAP committee structure and CMAP collaborates with organizations to invite participation from groups and communities of interest and identity those who are traditionally uninvolved or under-involved in the planning process.

### *Youth*

Through CMAP's Future Leaders in Planning (FLIP) youth leadership program, CMAP has worked to develop relationships with schools and youth-service organizations to



increase the current participation and develop ongoing networks involving youth in planning.

### *Web and Social Media*

New media allow and encourage participation in online surveys and other forms of interactive dialogue.

### *Interest Groups*

Again, beginning with CMAP committees, monthly CMAP reaches many professional, educational, or other groups that have expressed interest in participating in regional planning. These participants are our initial contacts to deeper engagement within these communities.

When developing initiatives where outreach is appropriate, CMAP staff will provide: resources and staff time dedicated to public participation activities; time for conducting and evaluating those activities; and staff and resources to provide technical assistance to the involved public where appropriate.

For each new initiative where outreach is appropriate, CMAP will develop a contact list and add to the list any members of the public who request to be added. CMAP will update each list frequently and strive to ensure lists include the full range of interested and affected parties. CMAP will protect the privacy of individuals on the lists to encourage the broadest possible participation.

Staff can construct these lists of contacts using various methods, including but not limited to, the following:

- By providing a mailing list sign-up sheet at workshops, community meetings, hearings, and other public events.
- By asking those who attend events which, if any, interest groups are missing.
- By asking our partner agencies and CMAP committee members to provide contact information for interested parties.
- By using other comprehensive or creative means that consider the community structure, languages spoken, local communications preferences, and the locations (such as libraries, churches, schools and other centers) where the community regularly congregates.



## **Engage**

Information programs require the use of appropriate communication tools and will be tailored to accommodate the public's familiarity with the subject and means of access. These can include publications, fact sheets, technical summaries, bibliographies, resource guides, and electronic materials.

### *Information Resources & Visualization Tools*

CMAP utilizes a variety of printed and electronic tools to inform the public about its mission and programs. Printed materials include pamphlets, brochures, reports, fact sheets, press releases and media advisories, plans, working papers, mailers, and newsletters.

Electronic tools include websites, online surveys, online photo albums, videos, Facebook, and Twitter.

### *Education*

CMAP hosts workshops, seminars, open houses, public meetings and forums, focus groups, press briefings, and other meetings to educate the public at places easily accessible to interested and affected persons and organizations. For each meeting, a customized set of tools are employed to both localize the planning process and to place local plans into context within the broader regional planning effort.

### *Involvement*

Feedback from the public is essential to creating plans the public will support. Feedback is obtained through surveys and comment forms distributed on-line and through the U.S. Postal Service; at public meetings, workshops, forums, and open houses; from focus groups and advisory committees; and from other organizations that partner with CMAP in the planning process.

## **Sustain**

CMAP strives to continually inform, educate and involve the public throughout the planning process. In measuring our work, CMAP also intends to continually evaluate what we have done and share those evaluations with the public.

### *Why CMAP measures:*

To ensure resident's concerns and issues are directly considered in the alternatives developed and provide feedback on how the public influenced the decision.



***What CMAP measures:***

The number of meetings conducted, demographics of attendees, media coverage, the type and quantity of materials presented, translation of materials, website hits, the number of public comments, how those comments changed the plans, how public concerns and preferences were addressed, and whether the public understood the information.

***When CMAP measures:***

Following every public outreach event and at the end of every project – big or small.

***Feedback CMAP provides:***

Meeting reports, public comment and response reports, analyses on the impact of public response, and an Internet-based public comment database.

## **4. Conclusion**

Northeastern Illinois is a highly diverse region featuring large urban, suburban, ex-urban and rural areas, numerous socio-economic layers, and a multitude of language and ethnic minorities.

While diversity gives the region its unique flavor, the interests of the various publics are often competing. CMAP's job is to engage those competing interests in a dialog that results in comprehensive plans that promote the overall well-being of the entire region.

CMAP is committed to a public participation process that involves residents in every step of the planning process – from concept to final construction. Along the way, CMAP will provide the information the public needs to make enlightened decisions, afford opportunities for the public to evaluate and respond to that information, and take the public's response into consideration before finalizing any plans.

There are opportunities for public participation throughout the planning process. This plan is meant to articulate how those opportunities can be facilitated.



## Appendices

### Appendix A: Federal Regulations

This appendix contains the pertinent section of the final rule on Metropolitan Transportation Planning as published in the February 14, 2007 Federal Register.

*Under Section 450.316:*

*Section 450.316: Interested parties, participation, and consultation.*

*(a) The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.*

*(1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:*

*(i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;*

*(ii) Providing timely notice and reasonable access to information about transportation issues and processes;*

*(iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;*

*(iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;*

*(v) Holding any public meetings at convenient and accessible locations and times;*

*(vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;*

*(vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;*



*(viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;*

*(ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and*

*(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.*

*(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.*

*(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.*

*(b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, metropolitan transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:*

*(1) Recipients of assistance under title 49 U.S.C. Chapter 53;*

*(2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and*

*(3) Recipients of assistance under 23 U.S.C. 204.*

*(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.*



*(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.*

*(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under Sec. 450.314.*

*Under Title 49 U.S. Code Section 5307 Urbanized Area Formula Grants*

*(b) Program of Projects. --Each recipient of a grant shall--*

*(1) make available to the public information on amounts available to the recipient under this section;*

*(2) develop, in consultation with interested parties, including private transportation providers, a proposed program of projects for activities to be financed;*

*(3) publish a proposed program of projects in a way that affected individuals, private transportation providers, and local elected officials have the opportunity to examine the proposed program and submit comments on the proposed program and the performance of the recipient;*

*(4) provide an opportunity for a public hearing in which to obtain the views of individuals on the proposed program of projects;*

*(5) ensure that the proposed program of projects provides for the coordination of public transportation services assisted under section 5336 of this title with transportation services assisted from other United States Government sources;*

*(6) consider comments and views received, especially those of private transportation providers, in preparing the final program of projects; and*

*(7) make the final program of projects available to the public.*

The following table outlines how the region will address these public participation requirements for Section 5307 Urbanized Area Formula Grants.



## PUBLIC PARTICIPATION REQUIREMENTS §5307

<b>49 USC § 5307(b)(1)</b> — make available to the public information on amounts available to the recipient under this section	
RTA & Service Boards	<ul style="list-style-type: none"> <li>▪ Publish the funding marks for the Service Boards with regard to § 5307 funds</li> </ul>
CMAP	<ul style="list-style-type: none"> <li>▪ Publish MPO Policy Committee agendas and minutes that include the approval of resolutions dividing the § 5307 funds between IL, IN and WI and between CTA, Metra and Pace</li> </ul>
<b>49 USC § 5307(b)(2)</b> — develop, in consultation with interested parties, including private transportation providers, a proposed program of projects for activities to be financed	
RTA & Service Boards	<ul style="list-style-type: none"> <li>▪ RTA will make presentations to RTA's Citizens' Advisory Board, CMAP's Citizens' Advisory Committee and Transportation Committee, and the MPO Policy Committee</li> <li>▪ Publish information related to the capital program development process on the RTA website</li> </ul>
CMAP	<ul style="list-style-type: none"> <li>▪ N/A</li> </ul>
<b>49 USC § 5307(b)(3)</b> — publish a proposed program of projects in a way that affected individuals, private transportation providers, and local elected officials have the opportunity to examine the proposed program and submit comments on the proposed program and the performance of the recipient.	
RTA & Service Boards	<ul style="list-style-type: none"> <li>▪ Publish the proposed RTA and Service Boards' budgets, two-year financial plans and five-year capital programs</li> <li>▪ Develop handouts on proposed budgets, two-year financial plans and five-year capital programs for distribution at public hearings</li> <li>▪ Provide for the submission of comments at public hearings on the RTA and Service Boards' budgets, two-year financial plans, and five-year capital programs</li> </ul>
CMAP	<ul style="list-style-type: none"> <li>▪ Publish the region's proposed Transportation Improvement Program (TIP) which includes all transit capital projects with federal funding</li> </ul>
<b>49 USC § 5307(b)(4)</b> — provide an opportunity for a public hearing in which to obtain the views of individuals on the proposed program of projects	
RTA & Service Boards	<ul style="list-style-type: none"> <li>▪ Hold public hearings on the RTA and Service Boards' budgets, five-year capital programs and two-year financial plans</li> </ul>
CMAP	<ul style="list-style-type: none"> <li>▪ N/A</li> </ul>
<b>49 USC § 5307(b)(5)</b> — ensure that the proposed program of projects provides for the coordination of public transportation services assisted under section 5336 of this title with transportation services assisted from other United States Government sources	
RTA & Service Boards	<ul style="list-style-type: none"> <li>▪ In addition to all of the above, make presentations to the RTA's and the Service Board's ADA Advisory Committees and to CMAP's Human &amp; Community Development Committee</li> </ul>
CMAP	<ul style="list-style-type: none"> <li>▪ N/A</li> </ul>
<b>49 USC § 5307(b)(6)</b> — consider comments and views received, especially those of private transportation providers, in preparing the final program of projects	
RTA & Service Boards	<ul style="list-style-type: none"> <li>▪ RTA Board receives and considers comments received via public hearings on the proposed budgets, two-year financial plans and five-year capital programs</li> </ul>
CMAP	<ul style="list-style-type: none"> <li>▪ Approve the TIP through CMAP's Transportation Committee and MPO Policy Committee, both of which include private transportation providers</li> </ul>
<b>49 USC § 5307(b)(7)</b> — make the final program of projects available to the public	
RTA & Service Boards	<ul style="list-style-type: none"> <li>▪ Post the RTA and Service Boards' final budgets, two-year financial plans and five-year capital programs on the RTA website</li> </ul>
CMAP	<ul style="list-style-type: none"> <li>▪ Publish the final TIP and annual obligation reports</li> </ul>



## Appendix B: Community Participation Form



Chicago Metropolitan  
Agency for Planning

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Chicago, Illinois 60606

312 454 0400  
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### Public Participation Questionnaire

The following questions will assist the Chicago Metropolitan Agency for Planning (CMAP) in understanding community dynamics and past public engagement efforts. This information will be used to develop a customized public participation strategy for this project. Ideally this form will be completed during a discussion with local staff to ensure staff has a complete understanding of each answer.

Community: \_\_\_\_\_

Address: \_\_\_\_\_

Primary contact  
(including title): \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

#### General Questions

1. What are some examples of community participation that have occurred to date and relate to this project (and how was such feedback incorporated into your planning activities)?
2. Please describe a typical public meeting in your community. Have there been any successful approaches or challenges to engaging community residents?
3. Please describe your priority audience and any specific goals when presenting community plans.
4. What tools do you currently use to engage your community (ex. paper survey, online survey)?
5. Are there any "hot button" topics that tend to galvanize residents and get people to events in your community?
6. Please describe your typical methods for advertising community meetings (ex. newsletters, water bill notices, library bulletin board, social media).
7. Do you have a media contact for press releases
8. Will we want to distribute materials in languages other than English?
9. Is your community tech-savvy and computer-literate?
10. Should we post event information on your municipal website; if so who is the IT contact person?



**Logistics**

1. Please list three ideal community locations for public meetings:
  - a.
  - b.
  - c.
2. What are the A/V capabilities of these venues?
  - a. Computer
  - b. Projector
  - c. Screen or blank walls to project onto
3. When are the preferred days and times of day to hold a public meeting in your community?
  - a. Weekday evening (circle) – M T W Th F
  - b. Weekend (circle) – Sat / Sun
  - c. Time
    - Morning (9 a.m. – 11 a.m.)
    - Mid-day (11 a.m. – 1 p.m.)
    - Afternoon (1 p.m. – 5 p.m.)
    - Evening (6 p.m. – 9 p.m.)
    - Other (please specify)
4. Are there any scheduled community events in the coming months that we should know about to coordinate public participation efforts?



## Appendix C: Stakeholder Analysis Form



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**Community Stakeholder Analysis Form**

This form is to be used at the beginning of the public outreach strategy development process to identify key community stakeholders.

**Community:** \_\_\_\_\_

**Project:** \_\_\_\_\_

Identify stakeholders (individual or group)	Directly affected?	Position or what issues are most important?	Potential steering committee member?	Candidate for direct outreach (ex. membership org.)?	Notes about resources	Contact information



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